



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

MITT ROMNEY
Governor

KERRY HEALEY
Lieutenant Governor

ERIC KRISS
Secretary

RUTH N. BRAMSON
Chief Human Resources Officer

PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Fire Department Appointing Authorities
Fire Chiefs
FROM: Sally A. McNeely, Director, Organizational Development Group
DATE: September 17, 2004
SUBJECT: READING LIST FOR PROMOTIONAL EXAMINATIONS

**DISTRICT FIRE CHIEF
DEPUTY FIRE CHIEF
FIRE CHIEF
EXAMINATION DATE — MARCH 19, 2005**

Examinations for this series are scheduled for March 19, 2005. Candidates are responsible for reading the following texts. (Please note carefully which edition is listed for each.) All chapters, appendices, glossaries, etc., are included, unless otherwise noted. All examination questions will be based on these materials.

Brannigan, F. (1992). *Building Construction for the Fire Service* (3rd ed.). Avon, MA: National Fire Protection Association (NFPA).

Code of Massachusetts Regulations on Fire Prevention (527 CMR) (as amended through the release date of this reading list).
Entire Sections of 1, 4, 6, 10, 14, 24, & 25.

Dunn, V. (1992). *Safety and Survival on the Fireground*. Tulsa, OK: Fire Engineering.

Lesak, D. M. (1999). *Hazardous Materials: Strategies and Tactics*. Des Moines, IA: Prentice-Hall, Inc.

International City Management Association. (2002). *Managing Fire and Rescue Services*. Atlanta, GA: International City Management Association (ICMA) Distribution Center.
District Fire Chief and Deputy Fire Chief – Chapters 3, 4, 8, 9, & 12.
Fire Chief – Chapters 2, 3, 4, 6, 7, & 8.

- International Fire Service Training Association (IFSTA). (1997). *Introduction to Fire Origin and Cause* (2nd ed.). Oklahoma State University, Stillwater, OK: Fire Protection Publications. Omit Appendices A and B.
- International Fire Service Training Association (IFSTA). (1994). *Private Fire Protection and Detection* (2nd ed.). Oklahoma State University, Stillwater, OK: Fire Protection Publications.
- Massachusetts General Laws*, Chapter 148 (as amended through the release date of this reading list).
- Phelps, B. W. (1991). *Incident Command System Policy and Procedures Manual*. Pasadena, MD: Burton W. Phelps, Inc.
- Smith, J. P. (2002). *Strategic and Tactical Considerations on the Fireground*. Des Moines, IA: Prentice-Hall, Inc.
- Tucker, M. L., McCarthy, A. M., & Benton, D. A. (2002). *The Human Challenge* (7th ed.). Des Moines, IA: Prentice-Hall, Inc.
-

PUBLISHERS OF READING LIST TEXTS

- Burton W. Phelps, Inc., 1213 Lorene Drive, Pasadena, MD 21122; (410) 437-1990.
Fire Engineering, P. O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768;
www.pennwellbooks.com.
- Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; www.ifsta.org.
- International City Management Association (ICMA) Distribution Center, P. O. Box 931897, Atlanta, GA 31193; (800) 745-8780; www.icma.org.
- National Fire Protection Association (NFPA), 11 Tracy Drive, Avon, MA 02322; (800) 344-3555; www.nfpa.org.
- Prentice-Hall, Inc., P. O. Box 11071, Des Moines, IA 50336; (800) 947-7700;
www.prenhall.com.
-

Please note that the Human Resources Division does not recommend specific bookstores for purchasing reading list texts. For local vendors, contact the publisher at the telephone number listed or check with the Chief of your department, your department's human resources office or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock. Any questions regarding the reading list may be directed to Christine Barbas, Ed. D., Personnel Selection Specialist, at (617) 878-9745. A copy of this reading list is posted on the Human Resources Division website at:
http://www.mass.gov/hrd/employment/em_civil_service/civil_service_reading_lists.htm
